

PAYROLL SUPERVISOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult paraprofessional and responsible administrative work supervising and participating in the processing of employee payroll operations; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in preparing payroll; reconciling payroll accounts; maintaining payroll records and files; preparing and submitting payroll reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees payroll preparation and processing; ensures adherence to payroll rules and regulations.
- Trains staff in new processes and monitors progress; conducts performance evaluations; assists in the hiring process and recommends applicants; reviews and authorizes leave and overtime requests.
- Reviews payroll procedures and recommends changes.
- Reviews, analyzes and reconciles various payroll and related accounts, records and spreadsheets; creates payroll queries as requested.
- Oversees and verifies VEC, federal and state tax reporting and filings.
- Analyzes financial data and prepares reports; maintains records.
- Reviews, reconciles, oversees and participates in VRS reporting.
- Reconciles general ledger to 941 wages.
- Reviews garnishment calculations.
- Oversees year-end procedures and reporting processes.
- Performs various administrative duties related to the maintenance, preparation, processing and dissemination of payroll related records and reports.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of payroll systems and benefit programs administration and the associated methods, processes and terminology; thorough knowledge of bookkeeping terminology and methods, accounting theory and principles, and their application to accounting transactions; general knowledge of office procedures, practices and equipment; skill in the use of computer equipment; ability to plan, direct and evaluate the work of subordinates; ability to follow detailed and written instructions; ability to maintain complex financial records and prepare reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting or related field and considerable experience involving the processing and maintenance of payroll and financial records.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.